



City of Torrance Community Services Department (310) 618-2930

## **JOB ANNOUNCEMENT**

**Recreation Specialist II** (Non-Civil Service)

**\$20.13 - \$22.21 per hour/30 hours a week**

### **Position Summary**

Organizes, runs and debriefs the Youth Sports leagues, reporting to the Recreation Supervisor and Senior Recreation Supervisor

### **Organizational Relationships**

The Specialist II reports directly to a full-time Recreation Professional. Distinguished from the Specialist I as the Specialist I does not have primary responsibility for the organization of the Youth Sports Leagues and staff.

### **Representative Job Duties**

- Responsible for the management of the facilities where the leagues are being held. Coordinates and supervises all activities and personnel
- Plans and organizes the Youth Sports leagues, including coordinating team set up, researching and development of new projects, logistics, materials, staff schedule, staff assignments, staff training, discipline, and ordering participant uniforms and equipment.
- Liaison with Facility Booking staff in coordinating practice and game sites.
- Provides direction to other recurrent personnel and may be responsible for interviewing, evaluating, training and orienting Youth Sports staff.
- Plans and develops marketing and promotional materials, such as flyers, banners, brochures and press releases.
- Conducts demonstrations and presentation to parents, community and coaches and may act as a liaison to designated community organizations.
- Prepares and presents comprehensive written and oral reports, evaluations and analysis of programs, activities and facilities.
- Understands, monitors and enforces Department policies and procedures including health and safety rules.
- May perform lower classification tasks of same assignment.

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

Understanding and knowledge of youth sports leagues organization

Understanding of youth sports league rules

Understanding of conflict resolution

#### **Ability to:**

Train and direct Youth Sports personnel;

Perform duties of a Specialist I when necessary;

Evaluate situations and act properly and quickly in emergencies;

Write reports;

Establish and maintain effective working relationships with the public and with other personnel.

### **Experience**

Two years in Youth Sports programs and at least one year in a Youth Sports supervisory position.

**FILING DEADLINE: Open until filled.** Interested candidates must submit an application to City of Torrance Human Resources. On-line applications can be submitted at [www.TorranceCA.Gov](http://www.TorranceCA.Gov). Human Resources is open Monday through Friday, 7:30 a.m. to 5:30 p.m. and closed every other Friday. Only those applicants whose training and experience best meets our needs will be invited to participate in oral interviews. For additional information, you may contact Darin McClelland at [DMcClelland@TorranceCA.Gov](mailto:DMcClelland@TorranceCA.Gov).